

FILED : *Arg. & Mgt.*
RETURN TO
RECORDS SERVICES DIVISION


10 February 1954

MEMORANDUM FOR: EACH EMPLOYEE OF THE GENERAL SERVICES OFFICE

As most of you know, the decision has been made to abolish the General Services Office and to divide its functions between the Offices of Logistics and the Comptroller.

I wish to express my most sincere appreciation for the loyalty, energy, and support which each of you has given me in the performance of my responsibilities as Chief of the General Services Office. I urge you to give your new superiors the same loyalty and support which you have given me; and I am sure that each of you will derive the utmost in satisfaction, friendly personal relationships, and the opportunity to progress within the scope of your capabilities and the opportunities that are available.

Since I will not be able to see each of you personally, I wish to extend, in spirit, a warm hand-shake, a pat on the back, and a word of thanks for all that you have done.


Chief, General Services Office

STAT

<div style="display: flex; justify-content: space-between; font-weight: bold;"> UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET </div> <div style="text-align: center; font-size: small;">(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)</div>			
<div style="display: flex; justify-content: space-between; align-items: center;"> <div> <p style="margin: 0;">CENTRAL INTELLIGENCE AGENCY</p> <p style="margin: 0;">OFFICIAL ROUTING SLIP</p> <p style="margin: 0;">RECORDS SERVICES DIVISION</p> <p style="margin: 0;">GENERAL SERVICES OFFICE</p> </div> <div style="text-align: right;"> <p style="font-size: 2em; margin: 0;">RETURN TO</p> </div> </div>			
TO		INITIALS	DATE
1	Acting Management Officer, MIS		
2			
3			
4			
5			
FROM		INITIALS	DATE
			2/17/54
3			
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> APPROVAL</div> <div style="width: 33%;"><input type="checkbox"/> INFORMATION</div> <div style="width: 33%;"><input type="checkbox"/> SIGNATURE</div> <div style="width: 33%;"><input type="checkbox"/> ACTION</div> <div style="width: 33%;"><input type="checkbox"/> DIRECT REPLY</div> <div style="width: 33%;"><input type="checkbox"/> RETURN</div> <div style="width: 33%;"><input type="checkbox"/> COMMENT</div> <div style="width: 33%;"><input type="checkbox"/> PREPARATION OF REPLY</div> <div style="width: 33%;"><input type="checkbox"/> DISPATCH</div> <div style="width: 33%;"><input type="checkbox"/> CONCURRENCE</div> <div style="width: 33%;"><input type="checkbox"/> RECOMMENDATION</div> <div style="width: 33%;"><input type="checkbox"/> FILE</div> </div> <p style="margin-top: 10px;">Remarks: Attached are 38 Employee Record Cards (OF-4b) and 38 IBM cards for all employees transferred to the Office of Comptroller (Management Improvement Staff) who are assigned to the Records Management Branch.</p>			
<div style="display: flex; justify-content: space-between; font-weight: bold;"> SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED </div>			

FORM NO. 30-4
SEP1947

16-68548-1 U. S. GOVERNMENT PRINTING OFFICE